

Jack Broadbent/HQ/Caltrans/CAGov

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To: HQ LAP, DLAs, District and other Landscape Arch
Subject: NSSP Approvals by District Coordinator

To: District Landscape Architects

This document provides procedural guidance on following the memo "Proper Use of Standard and Nonstandard Special Provisions" dated March 21, 2003. This document is located at: http://www.dot.ca.gov/hq/LandArch/policy/pdf/2003_NSSP_Policy.pdf

Before including a Nonstandard Special Provision (NSSP) in a project, the Project Landscape Architect must describe and justify the need for a NSSP with the District Landscape Architect and the LAP District Coordinator. Use the NSSP request form located at http://www.dot.ca.gov/hq/LandArch/policy/nssp_request_form.doc. Send the completed NSSP Concurrence Request Form to your LAP District Coordinator for review and approval.

LAP District Coordinator approval will be sent via email to the District Project Landscape Architect together with a copy to The Office of Roadside Management and Landscape Architectural Standards (Rich Searcy or Greg Balzer).

NSSP approval will follow one of two options:

1. As determined by the LAP District Coordinator, if the entire package of NSSPs is approved by the LAP District Coordinator, the following statement will be included in the email:

"The following Landscape Architectural NSSPs are approved:
_____ No further Landscape Architectural review is required unless further edits are made."

2. As determined by the LAP District Coordinator, if additional review and approval by The Office of Roadside Management and Landscape Architectural Standards is required the following statement will be included in the email:

"With the exception of the following NSSPs which need written approval from the Office of Roadside Management and Landscape Architectural Standards:
_____ the following Landscape Architecture NSSPs are approved and no further Landscape Architectural review is required unless additional edits are made _____."

Even with Landscape Architect Program approval, the NSSPs may still require additional changes during processing by DES/Office Engineer for formatting, measurement and payment to fit the context of the entire project and meet the Department's contract requirements.